

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA**

**PROCEDURE FOR ADDRESSING AND RECORDING ADDRESSES OF DEBTORS  
AND OTHERS WHO ARE MILITARY PERSONNEL OR DEPENDENTS OF  
MILITARY PERSONNEL**

**December 20, 2007**

**1. Purpose**

The procedures set forth below provide information regarding the proper manner in which to address and record addresses of debtors and others who are military personnel or dependants of military personnel. Regardless of where military personnel are stationed – whether in the United States or deployed outside the United States – the procedures set forth below in Item 2 apply.

**2. Procedures**

- A.** Use the service member's full name, including middle name or initial.
- B.** Include the unit and APO/FPO (Air/Army Post Office or Fleet Post Office) address with the zip code. The military will provide a nine-digit code; CM/ECF requires only the first five digits. The U.S. Postal Service and the Military will continue to add and update valid APO/FPO addresses for online labels.
- C.** Use the APO or FPO for the city name and the AP, AA or other following letters as the state name.
- D.** Include a return address on any mailings to military personnel and dependents.
- E.** For packages, print only on one side. Put the recipient's address in the lower right portion of the package or print a postage-paid label online with Click-N-Ship. Note: Zip codes 093XX and 964XX are not available for electronic labels.
- F.** Examples of military addresses:  
  
LCpl Kevin Marine  
CMR 1250  
APO AA 9045-1000  
  
Seaman Joseph Coastguard  
USCGC Hamilton  
FPO AP 96667-3931
- G.** County Codes. If the actual county is not known, use *Outside Home State* for Personnel located in the United States and *Outside U.S.* for personnel deployed outside the United States.
- H.** Frequently Asked Questions and additional information are located on the U.S. Postal Service web site at Military Addressing Tips:  
<http://www.usps.com/supportingourtroops/addressingtips.htm>.